

**ALEXANDRIA TOWNSHIP COMMITTEE MEETING
MINUTES
May 13, 2020**

This meeting was advertised in The Hunterdon Democrat notice posted in the Alexandria Township Municipal Offices and the Alexandria Township Website (www.alexandrianj.gov) as required by the Open Public Meetings Act. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et, seq., and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9 ,2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the State of New Jersey does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the meeting of the Mayor and the Township Committee scheduled May 13, 2020 will be held electronically only. Members of the public who wish to participate in the meeting may do so by calling 1-978-990-5000 and followed by meeting number Access Code: 333891 at 7:35 PM. Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. A non-public dial in number will be used if executive session is required.

Meeting Called to order at 7:42 PM.

ROLL CALL:

PRESENT: Mayor Plumer, Committeeman Pfefferle, Committeeman Kiernan, Twp. Atty. Dragan

ABSENT: None

ALSO PRESENT:

OEM Harding, DPW Foreman Heiser, CFO Steinberg

FLAG SALUTE:

Mayor Plumer led the flag salute.

PROCLAMATIONS:

- Proclamation for Frank Guenther, Director of Del Val Regional HS Special Services and Child Study Team

Mayor Plumer read the attached Proclamation for Frank Guenther, Director of Del Val Regional HS Special Services in honor of his years of service.

- 51st Annual Professional Municipal Clerks Week was May 3rd-May 9th

Mayor Plumer read the attached Proclamation acknowledging that last week was the 51st Annual Professional Municipal Clerks Week and thanked Township Clerk Michele Bobrowski for her service to the Township.

- National Public Works Week May 17th-23rd

Mayor Plumer read the attached Proclamation honoring the Department of Public Works during National Public Work Week May 17th-23rd.

TOWNSHIP BUDGET INTRODUCTION:

CFO Steinberg noted that the budget will be introduced on May 27th. DPW Foreman Heiser asked CFO Steinberg if he is able to order road material for work to be done in the upcoming weeks even though the budget has not been adopted yet. CFO Steinberg noted that what the DPW budgeted this year is what the DPW will be authorized to spend on tar/chip. CFO Steinberg noted there will not be a tax increase this year. Township Committee needs to work on a budget message this year to be included in the budget documents.

OLD BUSINESS:

- Covid 19 Update:

Executive Order 142 came out from Governor Murphy which states that non-essential businesses will be permitted to open for curb side pick-up only and that non-essential construction can resume. Mayor Plumer noted that there are 9 cases of Covid being reported in the Township. Township Clerk/Administrator Bobrowski noted that employees will resume regular office hours on June 1st, but the building will not be open to the public. A policy will be provided to the Township employees pertaining to requirements of returning to the office such as temperature checks, facemasks to be worn in common areas if others are present, washing of hands, etc. The office is cleaned 3x a week and focus is made on the common areas used such as door handles, postage machine, copier, and bathrooms. The dumpsters continue to be closed due to the Executive Order to stay at home. CFO Steinberg noted that the furlough program has been extended to include statutory employees. If employees are furloughed, they would be eligible to collect an additional \$600.00 a week until July 31st through unemployment. Township Clerk/Administrator Bobrowski noted that there is pending legislation to extend tax payments from August 1st to September 1st, but that Township will not be able to provide this service to the residents since the County and School taxes are due September 1st and the Township would not have enough money to pay these bills by extending the tax payment deadline.

- Ordinance 2020-002 To exceed the Municipal Budget Appropriation Limits and to Establish a Cap Bank-**2nd Reading**

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to open public comment for Ordinance 2020-002.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

As there were no public comments, Comm. Pfefferle made a motion, seconded by Comm. Kiernan to close public comment for Ordinance 2020-002.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adopt Ordinance 2020-002.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**ORDINANCE 2020-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY TO EXCEED THE MUNICIPAL BUDGET
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK
(N.J.S.A. 40A: 4-45.14)**

WHEREAS, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget to 2.5% unless authorized by Ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and

WHEREAS, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by Ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

WHEREAS, the Township Committee of the Township of Alexandria in the County of Hunterdon finds it advisable and necessary to increase its CY 2020 budget by up to three and one-half percent (3.5%) over the previous year's final appropriations, in the interest of promoting the health, safety and welfare of the citizens; and,

WHEREAS, the Township Committee hereby determines that a 3.5% increase in the budget for said year, amounting to \$21804.40 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

WHEREAS the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

NOW THEREFORE BE IT ORDAINED, by the Township Committee of the Township of Alexandria, in the County of Hunterdon, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2020 budget year, the final appropriations of the Township of Alexandria shall, in accordance with this Ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5 %, amounting to \$76,315.40 and that the CY 2020 municipal budget for the Township of Alexandria be approved and adopted in accordance with this Ordinance; and,

BE IT FURTHER ORDAINED, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

BE IT FURTHER ORDAINED, that a certified copy of this Ordinance as introduced be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

BE IT FURTHER ORDAINED, that a certified copy of this Ordinance upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

NEW BUSINESS:

1. Resolution 2020-070-Estimated Tax Bill

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2020-070. Township Clerk/Administrator Bobrowski has provided CFO Steinberg figures from the Middle School, High School, and the County to determine an estimated tax rate.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**TOWNSHIP OF ALEXANDRIA
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

RESOLUTION NO. 2020-070

**AUTHORIZING THE TAX COLLECTOR TO PROCESS THIRD QUARTER “ESTIMATED” TAX
BILLS, DUE AUGUST 1, 2020**

WHEREAS, in light of the disruption caused by the coronavirus outbreak, the State delayed the adoption of the State Fiscal Year 2021 Budget to September 30, 2020; and

WHEREAS, the Division of Local Government Services (DLGS) cannot certify State Aid allocations to municipal budgets until State Aid Appropriations are known; and

WHEREAS, the DLGS cannot approve municipal budgets and the County Board of Taxation cannot certify taxes until long after the June 30, 2020 deadline to process third quarter tax bills due August 1, 2020; and

WHEREAS, without an adopted 2020 Municipal Budget and without a 2020 Certified Tax Rate, the Tax Collector cannot process the final 2020 Tax Levy; and

WHEREAS, the DLGS “strongly recommends” under Local Finance Notice 2020-07 “that municipalities prepare to issue estimated property tax bills for 2020;” and

WHEREAS, the Tax Collector, in consultation with the Chief Financial Officer, computed and certified an estimated Tax Levy necessary to bill third quarter taxes due August 1, 2020

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of Alexandria, County of Hunterdon and State of New Jersey on this 13th day of May, 2020 that the Tax Collector is hereby authorized and directed to process estimated tax bills for the third quarterly installment of 2020 taxes; and

BE IT FURTHER RESOLVED, that, the third quarterly installment of 2020 taxes shall not be subject to interest until the later of August 10, 2020 or the twenty-fifth (25) calendar day after the date the estimated tax bills were mailed. The estimated tax bills shall contain a notice specifying the date on which interest may begin to accrue.

- Resolution 2020-072 Discharging Rehabilitation Agreement and Restriction for Joan Kramer, B-10, L-69.01 52 Airport Road

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve Resolution 2020-072.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

**RESOLUTION 2020 – 072 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF
HUNTERDON, STATE OF NEW JERSEY DISCHARGING REHABILITATION AGREEMENT
AND RESTRICTION**

WHEREAS, a mortgage was made by **Joan Kramer** (“Mortgagor” or “Property Owner”) on September 28, 1995 to the Township of Alexandria (“Township”) to secure repayment of a rehabilitation loan in the amount of \$8,000.00 given by the Township for affordable housing rehabilitation purposes for the residence owned by them and located on 52 Airport Road, also known as Block 10, Lot 69.01 in the Township (the “Property”) pursuant to the Township’s affordable housing and fair share plan; and

WHEREAS, the Mortgage was recorded on October 17, 1995; and

WHEREAS, simultaneously with the Mortgage, the Township and the Property Owners also entered into a Township/Homeowner Agreement whereby the Property Owner agreed to abide by the terms and conditions of the Township’s Housing Rehabilitation program and to deed restrict the residence on the Property for affordable housing for a period of six (6) years from the date the home improvements were completed: and

WHEREAS, the aforesaid Township/Homeowner Agreement and Deed Restriction was recorded in the Hunterdon County Clerk’s Office on October 17, 1995 in Deed Book 1135, Page 631; and

WHEREAS, the Township Committee is satisfied that the Property Owner fulfilled the terms of the Township/Homeowner Agreement since the Property Owner resided on the Property for at least six (6) years which was the minimum number of years required in order to receive the loan interest-free; therefore, it is appropriate to discharge the deed restriction; and

WHEREAS, the Property was the subject of a judgment of foreclosure obtained by the first mortgage holder U.S. Bank National Association as Legal Title Trustee for Truman 2016 SC6 Title Trust on September 19, 2017 in the Superior Court of New Jersey, Chancery Division, Hunterdon County, Docket No. F-038160-5 which action also foreclosed the Township’s Mortgage as a junior encumbrance, among others.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey, on this 13th Day of May 2020 as follows:

1. The Township Committee approves the discharge and cancellation of the Township/Homeowner Agreement and Deed Restriction which was recorded in the Hunterdon County Clerk's office on May 23, 1995 in Deed Book 1135, Page 631 on October 17, 1995, together with the Mortgage recorded in Deed Book 1146, Page 22.

2. The Mayor, Deputy Mayor, Township Clerk and/or Township Attorney, as applicable, are hereby authorized to sign the Discharge of Mortgage and the Discharge of the Deed Restriction on the above-referenced Property and/or any other documents necessary to effectuate the cancellation of same and to file them with the Hunterdon County Clerk's office, as appropriate.

4. This Resolution shall take effect immediately.

- Resolution 2020-073 Authorizing Ruth Mulligan Substitute Court Administrator for the Joint Court of the Delaware Valley To Be Paid Retro In Accordance With Court Agreement-*This resolution was tabled until an agreement is received from Frenchtown Boro. Frenchtown Boro volunteered in December to have their Township Attorney Albert Cruz draft a revised court agreement to include new salaries. Township Attorney Dragan will reach out to Frenchtown Atty. Mr. Cruz as Alexandria Township has yet to receive the amended court agreement.*

RESOLUTION 2020-073 TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY AUTHORIZING RUTH MULLIGAN, SUBSTITUTE COURT ADMINISTRATOR FOR THE JOINT MUNICIPAL COURT OF THE DELAWARE VALLEY TO BE PAID RETRO IN ACCORDANCE WITH COURT AGREEMENT

WHEREAS, the Township of Alexandria is a member of the Joint Municipal Court of the Delaware Valley with Holland Township and Frenchtown Borough; and

WHEREAS, the terms of the Agreement have been mutually agreed upon by the Municipalities and received the approval of the Vicinage 13 Assignment Judge; and

WHEREAS, the Municipal Court required the services of a Substitute Court Administrator in the absence of appointed Court Administrator; Jacqueline Signorile and Ruth Mulligan was appointed to this position on July 24, 2019 at \$20.76 an hour; and

WHEREAS, Township Court Representatives in December of 2019 agreed to pay Ruth Mulligan \$30.00 an hour and for her to be paid this hourly rate effective January 1, 2020; and

WHEREAS, on March 11, 2020 the Alexandria Township Committee passed Resolution 2020-065 providing Ruth Mulligan the approved hourly increase but the resolution did not stipulate that Ruth Mulligan was to be paid retro from January as agreed upon by the Township Court Representatives

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Alexandria, Hunterdon County, in the state of New Jersey that Ruth Mulligan is to be paid retro from January 1, 2020 of her increased hourly wage. Alexandria Township is the lead Township for payroll and will be compensated based on the calculated percentages for all three towns, effective upon adoption of this Resolution.

ENGINEER'S REPORT:

Township Committee reviewed the attached Engineer's report from Township Engineer Decker.

APPROVAL OF MINUTES:

2. April 8, 2020 Township Committee
3. April 22, 2020 Township Workshop/Budget Meeting
4. May 4, 2020 Township Special Meeting

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to approve the above meeting minutes.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

BILL LIST:

Comm. Kiernan made a motion, seconded by Mayor Plumer to approve the May 13, 2020 bill list.

Roll Call: Aye: Plumer, Kiernan, Pfefferle

Nay: None

Abstain: None

Motion Carried

PUBLIC COMMENT ON GENERAL MATTERS:

No public comment

CORRESPONDENCE/ANNOUNCEMENTS:

- Somerset/Hunterdon Covid- 19 Testing will be conducted on Tuesday May 12th and Thursday, May 14th. Only individuals who meet **ALL** of these criteria are eligible for testing:
 - 1.) Somerset or Hunterdon County resident
 - 2.) Age 5 or older
 - 3.) Have COVID-19 symptoms (fever, cough, shortness of breath)
 - 4.) Have a written paper doctor's prescription
- Blood Donations are needed- Donation Date: Thursday , May 21st. All donations are set up by appointment only and are adhering to strict social distancing guidelines. Donations will be taken at the Hunterdon County YMCA from 8:30 AM to 1:30 PM. Location: 144 West Woodschurch Road, 1st Floor Gym, Flemington, NJ 08822
- VFW Post 5119 will be offering a Free Hot Meal on May 16th-Visit the Township website www.alexandrianj.gov for additional information to arrange for curbside pick up or delivery.
- Quakertown Fire Co. will be offering another free BBQ on Friday, May 15th from 5:30 PM to 7:30 PM or earlier if they run out. Grilled chicken, St. Louis ribs, side of pulled pork, cole slaw, chips, and a bottle of water will be provided free of charge but the Fire Company will be accepting donations as well. No pre-orders will be accepted and pick up will be provided curb side in the fire house parking lot.
- Black fly spraying is underway by the Pennsylvania DEP along the Delaware River.
- **Motion to Approve Open Public Meeting Resolution for EXECUTIVE SESSION:**

Comm. Kiernan made a motion, seconded by Comm. Pfefferle to go into Executive Session. (8:52 PM)

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Open Public Meetings Act RESOLUTION- Executive Session

WHEREAS, N.J.S.A. 2:4-12, Open Public Meetings Act, permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist:

NOW, THEREFORE, BE IT RESOLVED by the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. The public shall be excluded from discussion of the hereinafter specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:

_____ A confidential or excluded matter under Federal or State Law or Court Rule.

_____ A matter involving information that may impair the Township's rights to receive funds from the United States Government.

_____ A matter constituting an unwarranted invasion of an individual's privacy rights.

X Collective Bargaining Agreement or negotiation of the Agreement.
DPW Contract

_____ Matters involving the purchase, lease or acquisition of real property with public funds which it could adversely affect the public interest if discussion were disclosed.

_____ Tactics and techniques to protect the safety and property of the public, including investigations of violations or potential violations of the law.

X Pending or anticipated litigation or contract negotiations in which the public body is or may become a party.
Delaware River Tubing
Penn East Pipeline Co. LLC v. Kroese, et. al.
Joint Court

X Matters falling within the attorney-client privilege.
Beneduce Vineyards

X Personnel matters involving a specific employee or officer of the Township.
CFO Position

_____ Deliberations of the Township occurring after a public hearing that may result in the imposition of a specific penalty or suspension or loss of a license or permit.

3. It is anticipated at this time that the above matter will be made public: at the conclusion of the litigation and at such time as attorney client confidentiality is no longer needed to protect confidentiality and litigation strategy.
 4. The executive session minutes will be placed on file in the township clerk's office, and will be available to the public as provided for by New Jersey law.
 5. This Resolution shall take effect immediately.
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Comm. Pfefferle made a motion, seconded by Comm. Kiernan to return to Public Session (9:37 PM).

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

The following matters were discussed in Executive Session:

- DPW Contract

Committee will review the current DPW contract and discuss the contract further at the May 27th meeting.

- Delaware River

If the business opens, the Township will contact the State Police due to non-essential businesses being closed per the Governor's Executive Orders.

- Penn East Pipeline

No update

- Joint Court

Township was provided an individual and a joint agreement proposal to review for the Raritan Township Court.

- Beneduce Vineyards

Next County CADB meeting will be held on June 11th

- CFO Position

Matter to stay in Executive Session

MOTION TO ADJOURN

Comm. Pfefferle made a motion, seconded by Comm. Kiernan to adjourn at 9:37 PM.

Roll Call: Aye: Plumer, Pfefferle, Kiernan

Nay: None

Abstain: None

Motion Carried

Meeting Adjourned at 9:37 PM.

Respectfully Submitted:

Michele Bobrowski, CMC/RMC

Township Clerk

I hereby certify that I have reviewed these Minutes of the Township Committee Meeting of May 13, 2020 and certify that said Minutes were approved by the Township Committee on the 24th day of June 2020.

Gabe Plumer, Mayor